

Frequently Asked Questions

State Assessors Board

Assessor Certification

1. **How do I become a certified assessor?** The following link explains in detail how to become a certified assessor: http://www.michigan.gov/documents/HowTo_145915_7.pdf.
2. **I sent in my appraisal record card, Application for Assessor Certification (form 44), and assessor certification application fee last week and have not heard anything. Is something wrong?** All payments sent to the State Assessors Board go through the Michigan Department of Treasury, Receipts Processing Division, and take approximately 2 weeks to process. Appraisal record cards are usually graded once a month prior to the upcoming State Assessors Board meeting.

Assessor Certification Renewal

1. **Everyone in my office received an Application for Renewal of Assessor Certification (form 94), but I have not. Why?** Either we have not received proof of your attending an assessor certification renewal program or the address that we have on file for you is incorrect. If you have met the assessor certification renewal requirement, you may contact this office for the Application for Renewal of Assessor Certification (form 94).
2. **Is the Application for Renewal of Assessor Certification (form 94) available on the State Assessors Board web site (http://www.michigan.gov/treasury/0,1607,7-121-1751_2220---,00.html)?** No. The Application for Renewal of Assessor Certification (form 94) is not available on the State Assessors Board web site (http://www.michigan.gov/treasury/0,1607,7-121-1751_2220---,00.html) because it is personalized for each individual. Assessor renewal applications are only sent to assessing officers that are eligible to renew their certification in assessment administration.
3. **Can I copy my Application for Renewal of Assessor Certification (form 94) for my co-worker who has misplaced their application?** No. (a) They may not be eligible to renew their assessor certification. (b) The personalized information will not be correct. (c) The forms are color-coded for use in this office, and the original colored application is to be submitted to this office with the required payment.
4. **Am I required to submit proof of attendance of an assessor certification renewal program with my Application for Renewal of Assessor Certification (form 94) and assessor certification renewal fee?** No. Only assessing officers who have met the 6-hour assessor certification renewal requirement are sent the form to renew; therefore, there is no need to submit proof of attendance.

Education

- 1. Is the assessor certification renewal period from January 1 to December 31?** No. The assessor certification renewal period is from October 1 to September 30.
- 2. How often do I need an assessor certification renewal program?** All certified assessing officers, regardless of the certification level, require 6 hours of approved assessor certification renewal education in each renewal period.
- 3. When do I have to meet the Uniform Standards of Professional Appraisal Practice (USPAP) requirement?** Each certified assessor is required to fulfill the USPAP requirement within a designated 5-year time period. The current 5-year period runs from October 1, 2001 – September 30, 2006. The next 5-year period will run from October 1, 2006 – September 30, 2011. The USPAP requirement may be met through a free mail-in version of the USPAP course or by attending an approved USPAP class. Detailed information regarding this requirement is available on the State Assessors Board web site (http://www.michigan.gov/treasury/0,1607,7-121-1751_2220-8094--,00.html).
- 4. What is the easiest way for me to find out if I have met the 6-hour assessor certification renewal requirement?** Visit the State Assessors Board web site (http://www.michigan.gov/treasury/0,1607,7-121-1751_2220--,00.html) and click on “Have I met my renewal requirement?”
- 5. I attended an assessor certification renewal program last week but the State Assessors Board web site (http://www.michigan.gov/documents/CertificationLevel_3022_7.pdf) does not show that I have received credit for attending the program. Why is that?** The State Assessors Board web site (http://www.michigan.gov/documents/CertificationLevel_3022_7.pdf) is usually updated on Friday afternoons and possibly the information was not posted in time for the web update. You should check again during the following week.
- 6. Will I receive a letter stating that I have been given 6-hour assessor certification renewal credit after I submit proof of attending an approved assessor certification renewal program sponsored by another organization?** No. Letters will no longer be sent. You may check the State Assessors Board web site (http://www.michigan.gov/documents/CertificationLevel_3022_7.pdf) to verify that you have been given credit.
- 7. I attended an approved assessor certification renewal program sponsored by BS&A and you did not give me 6-hour assessor certification renewal credit. Why?** Most organizations do not send proof of student attendance to this office for their programs. It is the certified assessing officer’s responsibility to submit proof of attendance for approved assessor certification renewal programs offered by organizations other than the State Assessors Board.
- 8. Will I be sent a reminder that I have not met my 6-hour assessor certification renewal requirement or that I have not paid the assessor certification renewal fee?** No. Effective October 1, 2005, reminders will no longer be sent. It is your responsibility to check the State Assessors Board web site (http://www.michigan.gov/documents/CertificationLevel_3022_7.pdf) to find out if you have met the 6-hour assessor certification renewal requirement and if the required fee has been received.

Examinations

- 1. Is there a sample test for the level 1 and level 2 examinations?** No. There is not a sample examination. A candidate for assessor certification may take assessing classes or may study the Assessor's Training Manual before taking the examination.
- 2. Can I just come into the Richard H. Austin Building (formerly Treasury Building) and take an examination?** No. Examinations are scheduled by appointment only. The scheduling process for examinations is available on the State Assessors Board web site (http://www.michigan.gov/documents/4421_169186_7.pdf).
- 3. I took an examination last week and have not received the results. Can I call to find out if I passed the examination?** No. Examination results will be mailed to the testing applicant within 2 weeks of the date of the examination if the examination fee has been received. Examination results will not be given over the phone unless 2 weeks have passed since the date of the examination and unless the examination fee has been received.

Level 4

- 1. I have attended a demonstration narrative appraisal report writing class sponsored by the Michigan Assessors Association. Will the State Assessors Board waive the required attendance of the five Demonstration Narrative Appraisal Report Writing Workshops?** No. Attendance of the five 3-hour Demonstration Narrative Appraisal Report Writing Workshops is a requirement for level 4 assessor certification.
- 2. What are the timelines for writing a demonstration narrative appraisal report for level 4 assessor certification?** The demonstration narrative appraisal report must be submitted within 3 years of the effective date of the appraisal. There is also a period of 3 years allowed to complete all of the level 4 requirements. The 3-year period starts when the subject property is approved and ends when the oral examination is successfully completed and the level 4 assessor certificate is issued. Requirements for Level 4 Assessor Certification are available on the State Assessors Board web site (http://www.michigan.gov/documents/level4_111034_7.pdf).
- 3. Is a demonstration narrative appraisal report graded by the same grader for the first grading and the corrected or second grading?** It is if that is possible. Sometimes there are circumstances where it is not possible for the first grader to complete the corrected or second grading of the demonstration narrative appraisal report.

Contact Information

- 1. How do I contact the State Assessors Board?** Mailing address: Michigan Department of Treasury, State Assessors Board, Lansing, MI 48922. Phone number: 517-373-8320. Fax number: 517-241-3583.